



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

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Third District

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Fifth District

March 18, 2014

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

SUPPLEMENTAL FUNDING NEEDED FOR CALLIGRAPHY SERVICES

The Graphic Arts section of the Chief Executive Office has a critical staffing shortage resulting from staff retirement and an extended disability leave. In December 2013, in order to meet service demands while recruitment activities are in process, the County's Purchasing Agent issued a contract in the amount of \$24,950 to the firm, "Designing Letters" for their assistance in the provision of expert calligraphy services.

The Chief Executive Office has been working to recruit a qualified candidate to fill our "Graphic Artist, CEO" (calligrapher) position and other Graphic Arts vacancies. However, due to the uncommon and specialized nature of the skills required for the calligraphy position, identifying qualified candidates to fill the vacancy has proven difficult. The Chief Executive Office continues to employ various strategies and efforts to identify qualified candidates for this hard to fill position.

In order to ensure we are able to meet continuing critical needs, it is our intent to request that the County's Purchasing Agent supplement the contract with Designing Letters in the amount of \$15,000. Unless otherwise instructed by the Board by April 2, 2014, the Chief Executive Office will conclude that authorization has been granted to supplement the contract with the above-mentioned vendor resulting in total contract compensation in the amount of \$39,950.

If you have any questions, please contact me, or your staff may contact Susan Herman at (213) 974 - 6807 or sherman@ceo.lacounty.gov.

WTF:RA:SH

c: Internal Services Department

"To Enrich Lives Through Effective And Caring Service"

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